



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANUFACTURED HOUSING INSPECTOR	31	C	11.561

Under general supervision of the Administrator, Manufactured Housing Division, this class is assigned to inspect manufactured homes, commercial coaches, mobile homes and mobile home parks upon installation; investigate consumer complaints against dealers, manufacturers, and mobile home parks; and participate in inspection of manufacturing plants for compliance with federal requirements.

Physically inspect manufactured homes, commercial coaches, and mobile homes upon installation, rebuilding, or remodeling; issue certificates of compliance which are required before occupancy and utility service can occur. Inspections include evaluating compliance with regulations for support and tie down, including footings, piling, blocking and anchoring; and plumbing, heating, cooling, fuel burning and electrical systems connections.

Investigate and resolve reported consumer complaints involving manufactured housing. Determine whether the Division has jurisdiction; conduct physical inspection to identify problem and its origin; follow through with dealers and manufacturers to ensure appropriate remedial action is taken; recommend disciplinary action against Division licensees as appropriate. When manufacturing violations and design flaws are detected, research their incidence and report to federal regulatory agency.

Conduct investigations of alleged violations of statutes or Division regulations by contacting and interviewing witnesses, reviewing dealership records, making on-site inspections, assembling evidence to build a case, coordinating informal and formal hearings and presenting the case; and recommending legal action as appropriate.

Physically inspect construction of mobile home parks for conformance to plan as approved by the Division's Code Compliance Officer, and grant final Division approval.

Investigate reported substandard conditions in mobile homes and mobile home parks, including inadequate sanitation or weather protection; hazardous premises or structure; faulty construction materials; unsafe wiring, plumbing, or mechanical equipment; or potential for fire or explosion. Prepare report of findings and notify owners of required remedial action; follow through to ensure that ordered upgrading or repair is carried out; recommend prosecution of owners for non-compliance.

Monitor performance of local building departments under agreements with the Manufactured Housing Division to conduct installation inspections.

May participate in federal monitoring program of manufactured housing plants as part of a team conducting on-site monitoring of manufacturers' inspection programs and performing production inspections.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening test for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Associate's degree from an accredited school in building trades or fire science; **OR** two years experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity, or a quality assurance inspector in a manufactured housing plant; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: accepted industry building, mechanical, electrical and plumbing codes applicable to one-story residential and office buildings. **Ability to:** read and accurately interpret building and facility construction plans and specifications, and compare actual construction to plan; recognize conditions likely to result in failure of a building system; perform basic mathematical calculations; communicate clearly and concisely orally and in writing; enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations of law have occurred; review business records as part of compliance investigations; use hand tools required in the inspection of manufactured housing; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal codes regarding manufactured housing construction; common manufacturers' installation standards; laws, policies, and procedures pertaining to the Division of Manufactured Housing. **Ability to:** evaluate and analyze evidence which may be conflicting and reach sound conclusions; efficiently and accurately inspect manufactured housing installations for safety in compliance with federal codes; apply division policies, procedures, and State law to specific situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	11/18/77
REVISED:	5/22/78-3
REVISED:	10/25/85
REVISED:	12/19/85-12
REVISED:	11/15/91PC
REVISED:	7/1/97P
	9/19/96PC
REVISED:	3/16/12RNC
	3/16/12PC